



After Hours Resource Centre Guidelines

BACKGROUND

Students from Years 7 -12 only are able to access the Resource Centre between the hours of 3.00 pm and 4.15 pm from Monday, Wednesday and Thursday during school terms.

The Resource Centre aims to provide students with the resources and environment for individual research and study. It is not a homework centre and not a place to socialise. Students who use the service are expected to respond appropriately to the opportunity by at all times exhibiting behaviour which allows others to achieve their study goals. Those whose behaviour prevents others from working will have their parents contacted and will not be permitted to use the Resource Centre after hours.

During opening hours the Resource Centre will have a staff member available to provide assistance with the location of resources, but the staff member is not a tutor. Whilst under the supervision of library staff students are subject to all school policies, guidelines and agreements, including mobile phone and computer usage.

If parents need to contact students they should ring the College office before 4.00 pm.

GUIDELINES

- Students must sign into the Resource Centre before 3.15 pm
- Once signed in students are required to stay in the Resource Centre
- Students in Years 7 – 10 must be signed out by a parent/guardian by 4.15 pm
- Students in Years 11 – 12 are able to sign themselves out after 4.00 pm
- If an older student wishes to sign out a younger sibling they may do so provided that a note has been provided beforehand from a legal guardian